



ITS Supervisor

Job Code: 2032

Originated: 5/2006

Salary Grade: 2162

FLSA: Exempt

Revised:

EEO Code: 21

Supervisory: Yes

HR Ordinance Status: Unclassified

CLASS SUMMARY

The ITS Supervisor performs high-level development and planning to incorporate the Intelligent Transportation System (ITS) into the City, and is responsible for the day-to-day supervision of the ITS division of the Transportation department.

DISTINGUISHING CHARACTERISTICS

This classification does supervise. The ITS Supervisor is distinguished from the ITS Analyst by the requirement to supervise other technical staff.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Organizes workloads and manages the performance of a team of technical ITS staff, and participates in the selection and training of staff. Develops and monitors staff goals and objectives.
- Establishes new Intelligent Transportation System (ITS) design and construction projects in the City's Capital Improvement Plan, and monitors/manages current projects and planning for future projects.
- Develops new project submittals to ADOT for the purpose of requesting Federal funds, which reduces the need for City funded projects.
- Manages the current ITS CIP, and operating budget and tracks changes in current funding levels.
- Develops the Traffic Management Center operating budget.
- Reviews new technologies that will optimize city and federal dollars spent on ITS hardware, software and maintenance, with the goal to have a sustainable Traffic Management Center (TMC) and operating budget.
- Develops policies and directives to ensure citizen privacy is maintained.
- Monitors the police and fire department radios, FM traffic channels and television channels to determine where incidents and accidents occur, and manages
- adjustment of signal timing to reduce delays to other drivers entering the incident area.
- Participates on regional committees that are drafting the architecture of regional and national ITS deployments.
- Designs and reviews traffic signal construction plans.
- Tracks the inventory for the Traffic Management Center to ensure that it remains fully functional.

- Assists in troubleshooting and repairing equipment when necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Management principals and practices.

Intelligent Transportation Systems related terminology, practices and procedures.

Application and Support management practices and procedures.

Budget management.

Ability to:

Read and interpret blueprints and schematic drawings.

Review procedures and problems and develop solutions and new traffic control systems.

Listen and effectively communicate ideas, technical advice, recommendations in one-on-one, small group and large group settings through oral, visual and written communication. Prepare quality written materials.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Make oral and written presentations to other City Departments, Transportation Commission and other City Boards and Commissions.

Work cooperatively with other City employees and the general public.

Plan, organize, budget and coordinate; analyze problems and issues and develop innovative solutions.

Observe and manage staff's work against established standards and goals.

Education and Experience

Any combination of education and experience equivalent to a Bachelor's degree in Traffic Engineering, Civil Engineering, Computer Science or a related field and a minimum of six years experience with computerized traffic signal systems including video monitoring systems, automated traffic counting systems, responsive and adaptive traffic signal timing, and traveler information systems. Supervisory experience is preferred.

Licensing and Other Requirements

Requires a valid standard Arizona Drivers License with no major driving violations within the last 39 months.

SUPERVISION RECEIVED AND EXERCISED

Work is performed with a high degree of independence and is supervised by the Traffic Engineering and Operations Director. Directly supervises technical staff and carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

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WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Operates a computer and a variety of office equipment using continuous and repetitive arm, hand and eye coordination. Must be able to visually distinguish the full color spectrum. Will work in heavy traffic conditions, do heavy lifting, and walk in summer time extreme weather conditions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.